

Agenda Item 2.3: Strategy for Countywide Online Forms

Strategic Advisory Council
April 2, 2010

Background: King County will be identifying areas of opportunity for utilizing electronic forms to improve efficiency, reduce costs, and minimize environmental impacts. To do so, the county is developing a comprehensive strategy and approach to move forward in accomplishing these goals.

The King County Council passed Motion 2009-0451.2 (**Exhibit 1**), establishing this effort as a priority for the county and requesting that the Executive develop a plan for reducing the number of paper forms and replacing those forms with electronic forms.

Discussion of this topic at the April 2 meeting should lead to a consistent, countywide approach that members will be asked to endorse.

YOUR ACTION IS REQUESTED

1. **Provide questions/input in advance of the meeting.** Members should review materials including Exhibit 1 and additional information that will follow transmission of this packet, identifying approach and areas of opportunity. Please consider any related feedback, issues, or concerns. If you have any questions please contact David Martinez; otherwise, please e-mail your input associated with this agenda topic to Maureen Weisser. Maureen will be collecting all input provided by the members. We will introduce the received feedback at the SAC meeting for discussion.
2. **SAC Action at the meeting: Endorsement.** The members will be asked to vote on:
 - ❖ Countywide approach and direction on identified opportunities for the reduction of paper forms and improving operational efficiencies
 - ❖ Approval of proposed priorities and timelines
 - ❖ Online forms become a strategic objective in the 2009-2012 Strategic Technology Plan.

Exhibit 1: King County Motion 2009-0439



KING COUNTY
Signature Report
August 31, 2009
Motion 13051

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Proposed No. 2009-0451.2

Sponsors Lambert, Dunn and Phillips

1 A MOTION requesting the executive to develop a plan to
2 reduce the number of paper forms used in King County
3 government and increase the number of electronic forms.

4
5 WHEREAS, paper forms are used throughout King County government by
6 employees and citizens, and

7 WHEREAS, the use of paper forms can be inefficient, costly and environmentally
8 harmful, and

9 WHEREAS, technology is now available to allow the secure use of electronic
10 forms for county business, and

11 WHEREAS, the county does not currently have a plan to: evaluate the business
12 need for existing paper forms; identify operational efficiencies if fewer or no paper forms
13 were used; develop a business plan to reduce or eliminate paper forms with funding
14 options; or create a work program for migrating operations to electronic forms;

15 NOW, THEREFORE, BE IT MOVED by the Council of King County:

16 A. The executive is requested to prepare a plan for reducing the number of paper
17 forms and replacing those forms with electronic forms. The plan shall estimate the

Motion 13051

18 number of paper forms currently in use in the county and set targets for reducing the
19 number of paper forms.

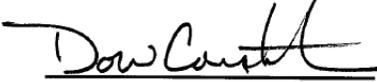
20 B. The executive is requested to electronically file with the clerk of the council
21 by April 30, 2010, a plan for reducing the number of paper forms. The executive shall
22 also email the plan to all councilmembers and the lead staff of the government
23 accountability and oversight committee, or its successor.

24

Motion 13051 was introduced on 7/20/2009 and passed by the Metropolitan King County Council on 8/31/2009, by the following vote:

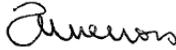
Yes: 8 - Mr. Constantine, Mr. Ferguson, Ms. Hague, Ms. Lambert, Mr. von Reichbauer, Mr. Gossett, Mr. Phillips and Ms. Patterson
No: 0
Excused: 1 - Mr. Dunn

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



Dow Constantine, Chair

ATTEST:



Anne Noris, Clerk of the Council

Attachments None